

*Move of Phase III*



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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Assistant to the DCI

FROM : Director of Training

SUBJECT: Weekly Summary Report

DATE: 3 August 1953

1. The trend continues toward overpopulation of the Basic Training Courses and underpopulation of the Advanced Specialized Courses. The new running of Phase I began on 27 July with 117 students, to be handled by five instructors. The running of Phase II which concludes on 31 July has been filled, with some applicants turned away; the running of 17 August is already filled (76 enrollments) with a sizeable waiting list; the October running already has 43 students enrolled. The pressure on Phase III is such that every regularly scheduled recent running has been filled beyond the reasonable capacity (dictated by room space) of 50 students. OTR gave an extra running of this course in July and is now forced to plan another extra running in September or October. The 17 August running of the Administrative Support Course is already filled beyond capacity, with a sizeable waiting list, and an extra running will have to be scheduled for September. All this overcrowding is the result of vigilant efforts by the Clandestine Services to enforce its recently raised standards of training requirements; but if the trend continues, as there is every reason to expect it will, the quality of training will suffer from either too large classes, too frequent runnings, or both.

One reason for the excessive pressure on Phase III is that it is expected to accommodate both students from Phase II and returnees and other veterans of the Agency. This cannot be done under the present limitations of space and staff; and even if it could, would have to continue an unsatisfactory compromise between the widely different needs of the two types of employees. Therefore, OTR intends to move Phase III [REDACTED] increasing to the maximum the use of [REDACTED] and treat it as a basic course for new employees only; and at the same time institute a new refresher course in Washington for returnees and other personnel of long standing. Whether or not such a move is made, however, the only answer to our problem - and that of the Clandestine Services - is a substantial increase in the instructor staff.

2. By contrast, the enrollments in the Advanced Specialized Training Courses continue to be disappointingly small. Some typical examples of current enrollments: Staff Maritime Orientation Course, four students; Escape and Evasion, five [REDACTED] Clandestine

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JOB NO. [REDACTED] BOX NO. [REDACTED] FILE NO. [REDACTED] DOC. NO. 5 NO CHANGE  
 IN CLASS/ DECLASS/ PLACES CHANGED TO: TS S © RET. JUST 22  
 NEXT REV DATE 09 REV DATE 11/12 REVIEWER 08993-TYPE DOC. 02  
 NO. PGS 7 CREATION DATE [REDACTED] ORG COMP 11 OPI 11 ORG CLASS 5  
 REV CLASS C REV COORD. AUTH: HR 70-3

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8. At the request of the Logistics Office, DD/A, the Chief of the Management Training Division, Office of Training, began the initial phase of the Human Resources Program with twelve Branch Chiefs in attendance.

9. Students presently in full-time OTR courses in  
CIA installations . . . . . 347  
Students presently in part-time OTR courses in  
CIA installations . . . . . 412  
Students presently in full-time external training . 86  
Students presently in part-time external training . 167

GRAND TOTAL - 1012

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MATTHEW BAIRD

MB:mfw  
cc: DD/P  
DD/I  
AD(Commo)

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## ROUTING AND RECORD SHEET

**INSTRUCTIONS:** Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

Director of Training

NO.

DATE

3 August 1953

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| TO                   | ROOM NO. | DATE  |       | OFFICER'S INITIALS | COMMENTS   |
|----------------------|----------|-------|-------|--------------------|--|
|                      |          | REC'D | FWD'D |                    |  |
| 1. Col. [REDACTED]   |          |       |       |                    | <p>Please come to Dep. Directors' meeting at 0930 12 Aug + explain to us all the effect of low attendance at the Advanced Courses + your recommended action.</p> |
| 2. Col. Baird D/Trng |          |       |       |                    |  |
| 3.                   |          |       |       |                    |  |
| 4.                   |          |       |       |                    |  |
| 5.                   |          |       |       |                    |  |
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**G. P. LABELL**  
 Lieutenant General, USAF  
 Deputy Director